MY MY WORKPLACE

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DCPDS

Defense Civilian Personnel Data System

- Effective 16 January 2008,

the My Biz and My Workplace application

Migrated to:

Defense Civilian Personnel Data System (DCPDS)Portal at site: https://compo.dcpds.cpms.osd.mil

- Note: you will only be able to access My Biz / My Workplace from a .mil computer

- Only supervisors who have technicians that work for them need to complete this action.

  The only employees that will show up in your supervisory chain are technicians and AGR's that are coded as supervisors that work under your supervision.

  It is imperative that this information is correct, it will be the basis for technician appraisals

MY WORKPLACE provides supervisors the ability to access their employees' personnel-related information and has been turned on for all individuals coded as supervisors in the Defense Civilian Personnel Data System (DCPDS).

We are requesting that all supervisors log on to the MY WORKPLACE Application and ensure all the Technicians positions that are showing under your supervision actually are supposed to be there.

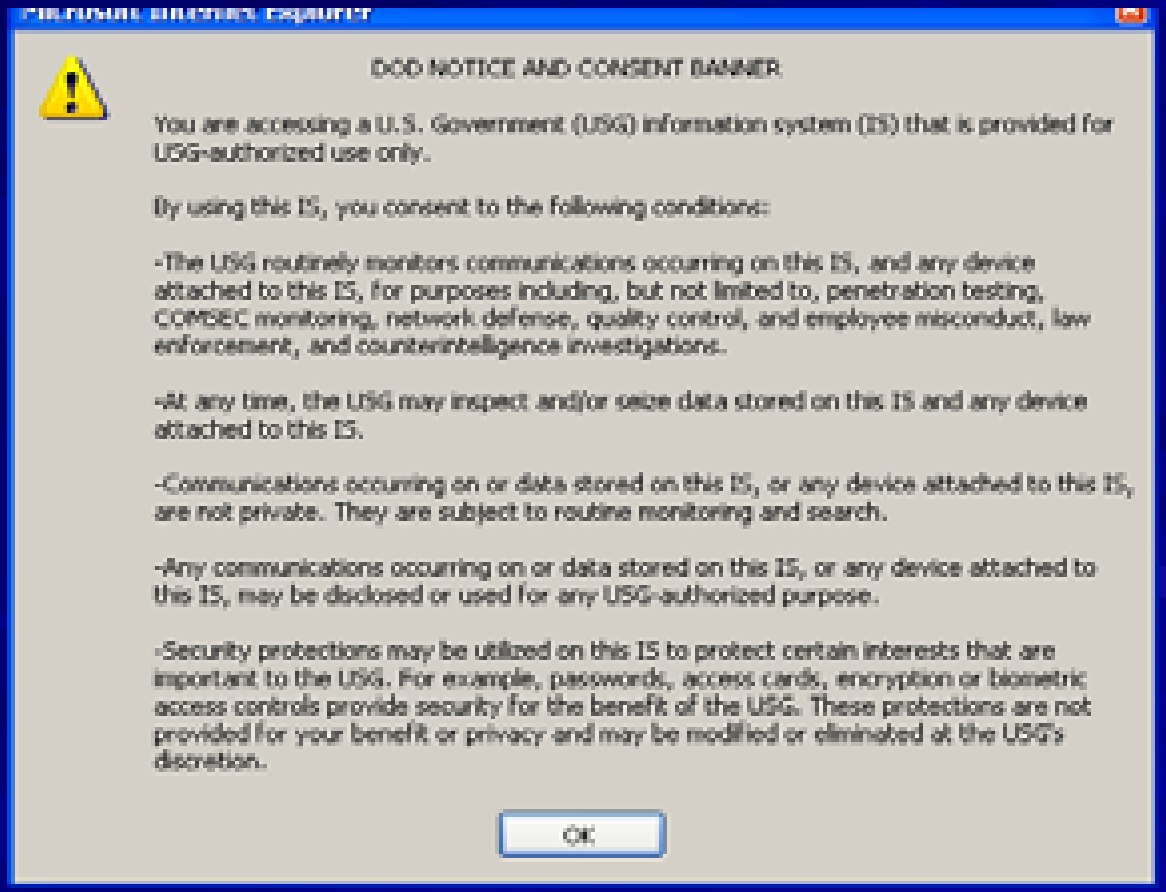
Begin at the *DCPDS Portal* page:

https://compo.dcpds.cpms.osd.mil.

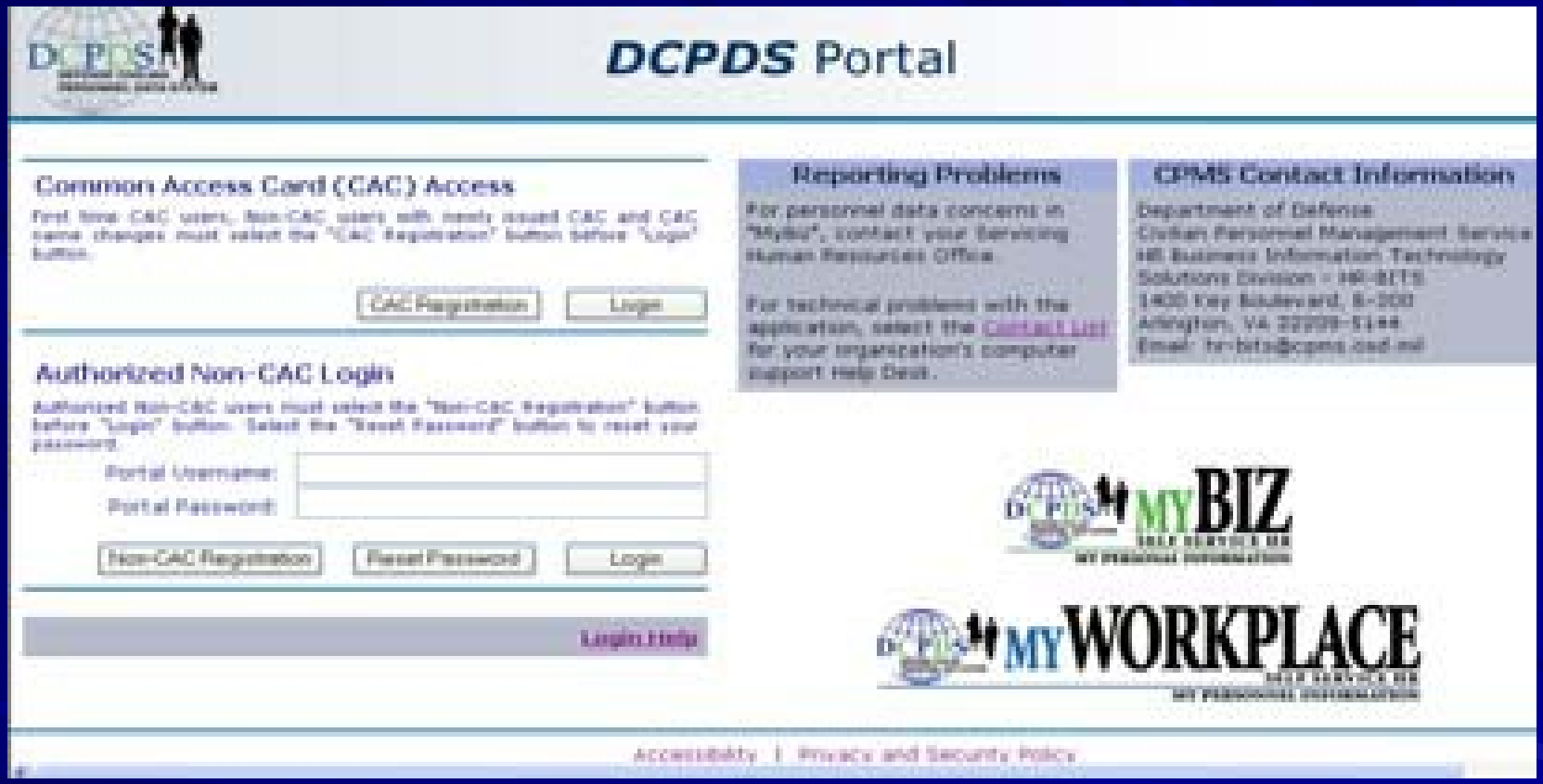
Note: Ensure that your Common Access Card (CAC) is inserted into your CAC reader.

Review Department of Defense (DoD) Notice and Consent Banner and select the **OK** button to continue.

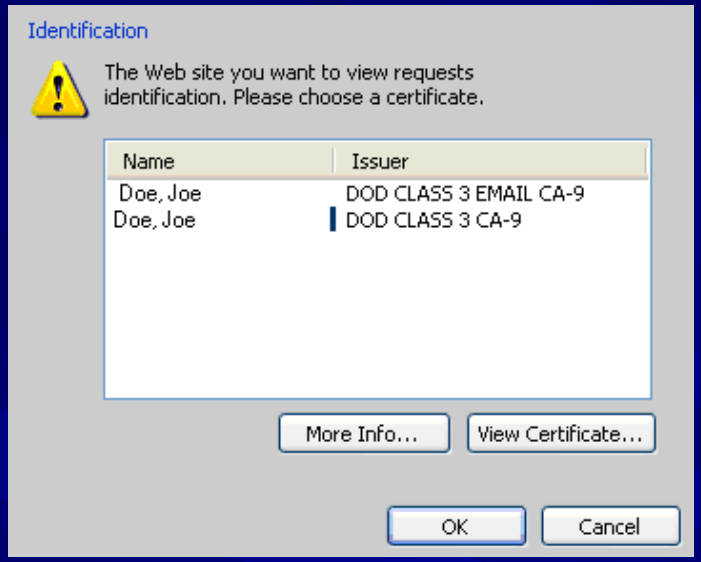
Screen 1: DoD Notice and Consent Banner


DOD NOTICE AND CONSENT BANNER
You are accessing a U.S. Government (USG) information system (IS) that is provided for USG-authorized use only.
By using this IS, you consent to the following conditions:
-The USG routinely monitors communications occurring on this IS, and any device attached to this IS, for purposes including, but not limited to, penetration testing, COMSEC monitoring, network defense, quality control, and employee misconduct, law enforcement, and counterintelligence investigations.
-At any time, the USG may inspect and/or seize data stored on this IS and any device attached to this IS.
-Communications occurring on or data stored on this IS, or any device attached to this IS, are not private. They are subject to routine monitoring and search.
-Any communications occurring on or data stored on this IS, or any device attached to this IS, may be disclosed or used for any USG-authorized purpose.
-Security protections may be utilized on this IS to protect certain interests that are important to the USG. For example, passwords, access cards, encryption or biometric access controls provide security for the benefit of the USG. These protections are not provided for your benefit or privacy and may be modified or eliminated at the USG's discretion.
OK

Select the CAC Registration button in the CAC Access region



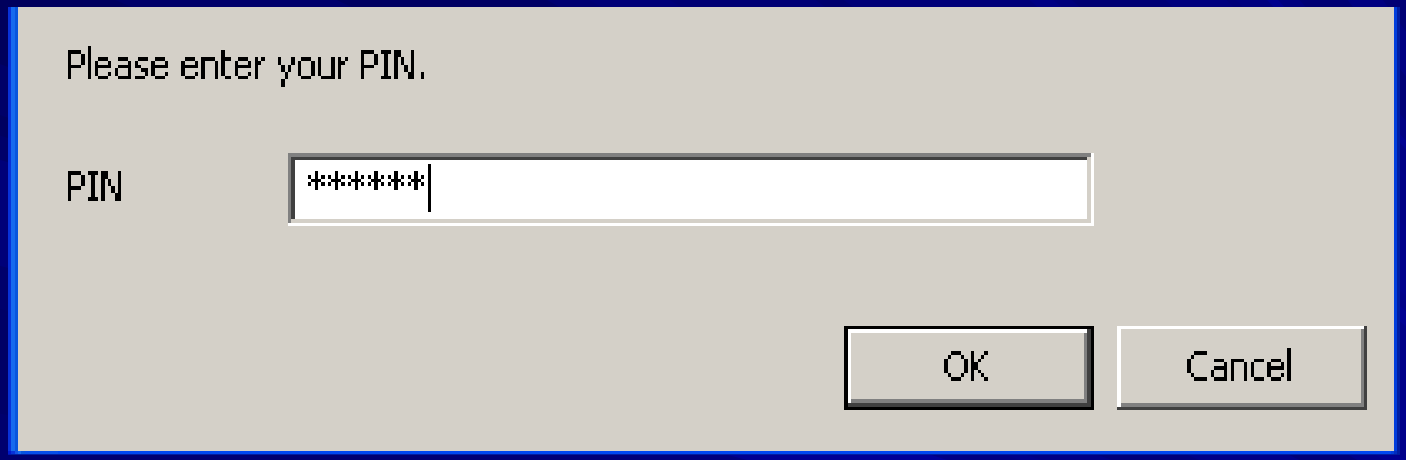
Select your non-email certificate at the *Choose a Digital Certificate* screen.



Select the **OK** button

Note: Always select the non-email certificate.

Enter your PIN and select the **OK** button



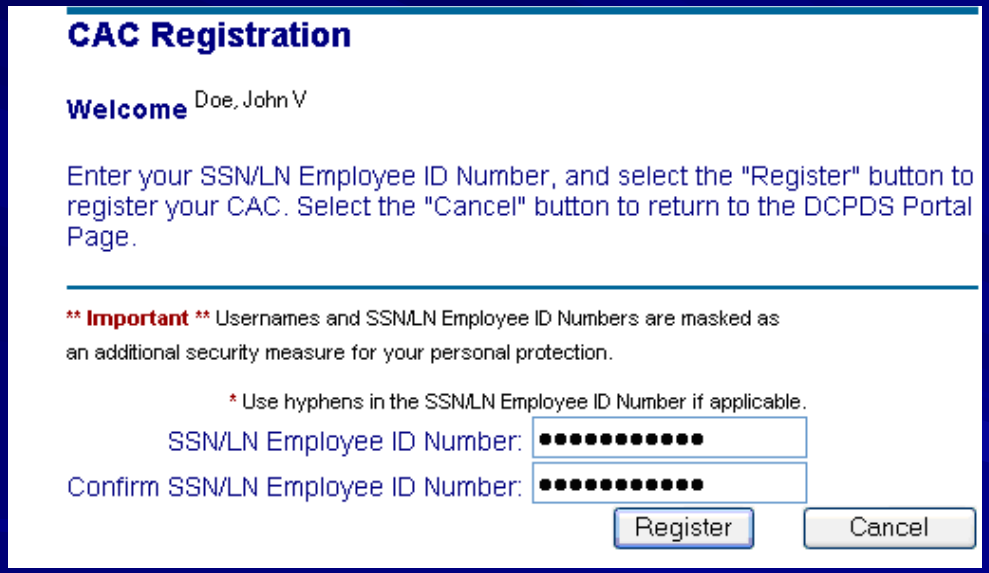
IMPORTANT!!!!

EMPLOYEE ID/USER ID WILL ALWAYS BE YOUR SSN WITH ***HYPHENS***

EXAMPLE: 555-55-5555

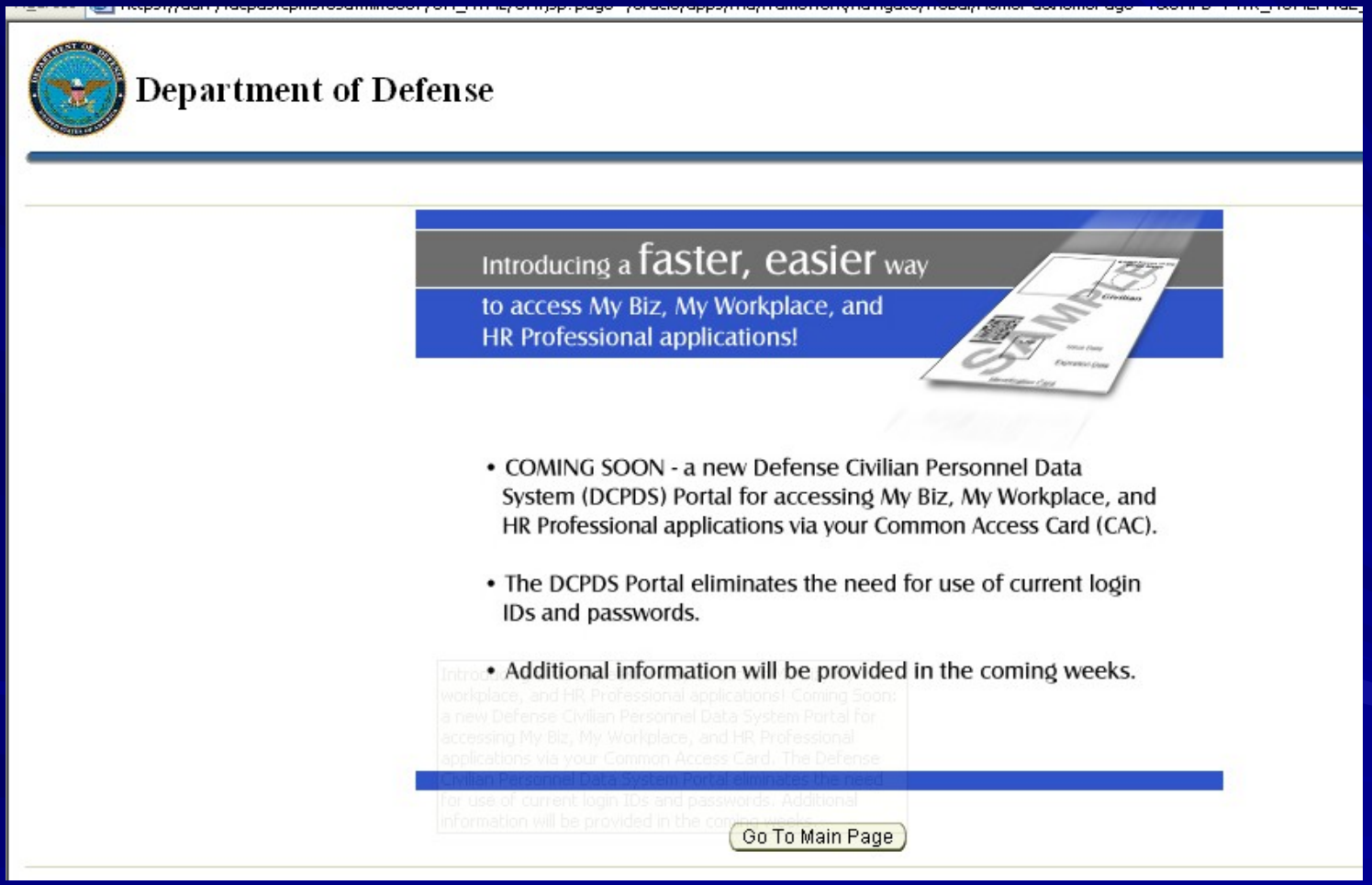
CAC Registration

- Social Security Number (SSN)/Local National (LN) Employee ID**. (Use dashes)**
- Confirm your SSN/Local National (LN) Employee ID. **(Use dashes)**


CAC Registration
Welcome Doe, John V
Enter your SSN/LN Employee ID Number, and select the "Register" button to register your CAC. Select the "Cancel" button to return to the DCPDS Portal Page.
** Important ** Usernames and SSN/LN Employee ID Numbers are masked as an additional security measure for your personal protection.
* Use hyphens in the SSN/LN Employee ID Number if applicable.
SSN/LN Employee ID Number:
Confirm SSN/LN Employee ID Number:
Register
Cancel

After selecting the **Register** button, the *Validating Your HR/My Biz/My Workplace Database Information* screen displays

If your username is validated on only one database, you will automatically access your HR/My Biz/My Workplace application. Select **Go To Main Page** button to continue


Department of Defense
Introducing a faster, easier way
to access My Biz, My Workplace, and
HR Professional applications!
• COMING SOON - a new Defense Civilian Personnel Data System (DCPDS) Portal for accessing My Biz, My Workplace, and HR Professional applications via your Common Access Card (CAC).
• The DCPDS Portal eliminates the need for use of current login IDs and passwords.
• Additional information will be provided in the coming weeks.
Go To Main Page

Effective 15 March 2009

- In an effort to meet DoDs current business process for notifying supervisors of their employees probationary completion, this process will now take place within Self Service.

- Supervisors will begin to receive email notices to advise them of this pending action which requires their attention. Email notices will be sent to both the first and second level supervisor of the employee (based on their email address in their My Workplace account, and providing that the supervisor is in a pay status).

- Supervisors will be provided specific instructions in the email concerning action required to either certify that the employee has met the requirement for retention, or to recommend non-retention. Certification will be done through the Suspense's area in My Workplace

SELF SERVICE

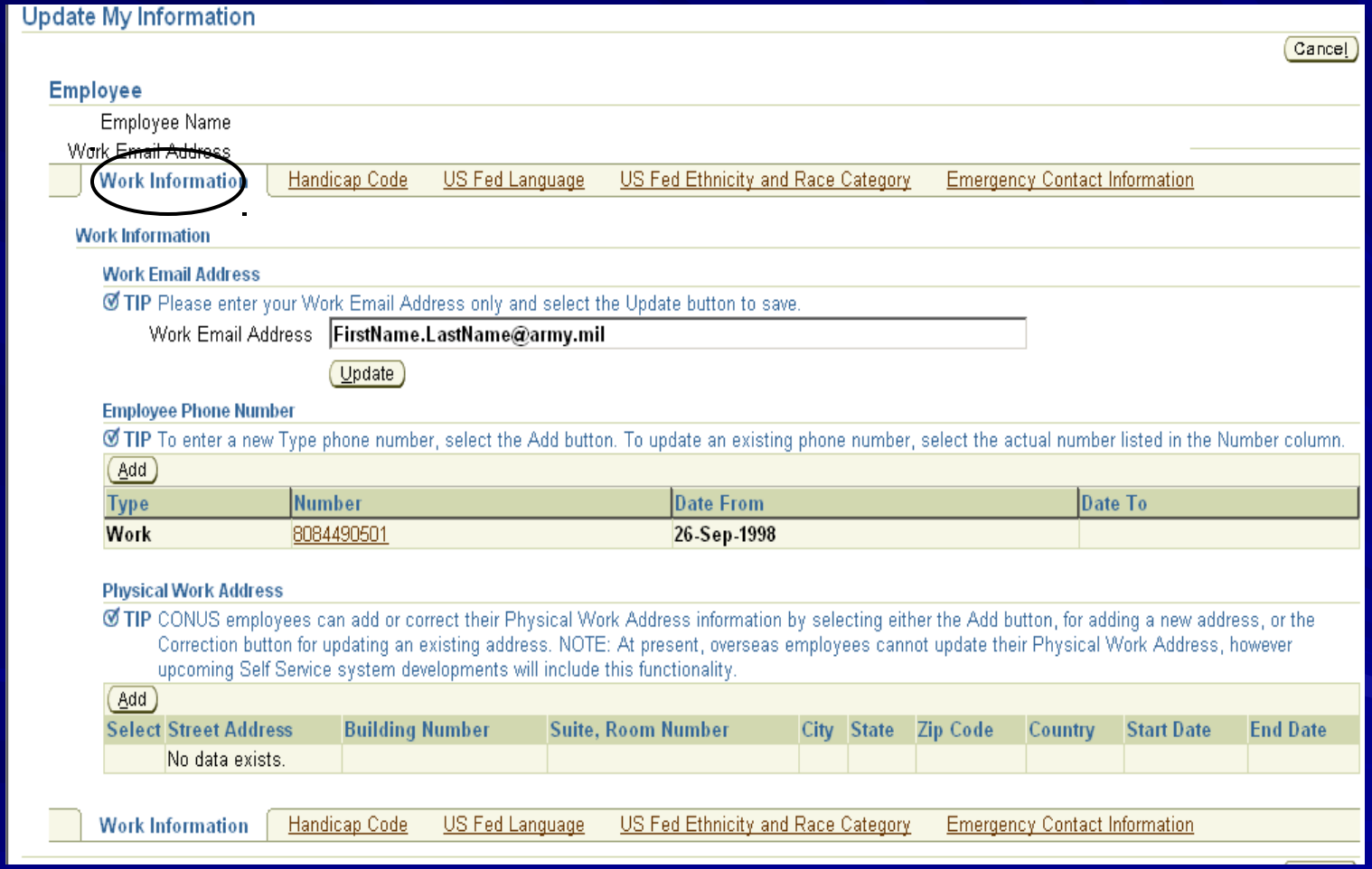
- The Self Service Employee “My Biz” provides employees the ability to log into DCPDS and update limited employee

If you are not familiar with My Biz and My Workplace use the following link to learn more
http://www.cpms.osd.mil/hrbits/selfservice.aspx

Updating your information

- Work Information
- Handicap code
- US Fed Language
- US Fed Ethnicity and Race Category
- Emergency Contact Information

Work Information tab contains employee's work email address, phone numbers and physical work address


Update My Information
Cancel
Employee
Employee Name
Work Email Address
Work Information
Handicap Code
US Fed Language
US Fed Ethnicity and Race Category
Emergency Contact Information
Work Information
Work Email Address
TIP Please enter your Work Email Address only and select the Update button to save.
Work Email Address
FirstName.LastName@army.mil
Update
Employee Phone Number
TIP To enter a new Type phone number, select the Add button. To update an existing phone number, select the actual number listed in the Number column.
Add
Type
Number
Date From
Date To
Work
8084490501
26-Sep-1998
Physical Work Address
TIP CONUS employees can add or correct their Physical Work Address information by selecting either the Add button, for adding a new address, or the Correction button for updating an existing address. NOTE: At present, overseas employees cannot update their Physical Work Address, however upcoming Self Service system developments will include this functionality.
Add
Select
Street Address
Building Number
Suite, Room Number
City
State
Zip Code
Country
Start Date
End Date
No data exists.
Work Information
Handicap Code
US Fed Language
US Fed Ethnicity and Race Category
Emergency Contact Information

Work Email Address

Note: The email address must be your work email.

- To Add/Update work email address, type the new email address and then click the

button. Email address is currently being used for the NSPS Performance Appraisal notification.

- In the future, email address will be used to communicate personnel information directly to all employees

Physical Work Address

- To add Physical Work Address, click the but

- Self Service only allows employees to ‘add’ one Physical Work address update within a 24 hour period

Success Story

Recently, we had a retroactive pay adjustment processed for one of our units. One individual had his action processed twice, making him receiving more money that he should. The error was not caught by the HRO right away, but the employee's supervisor, using the Self Service Application of My Workplace found it the next day when he was reviewing his employee's personnel action. This error was fixed in a timely manner thus relieving the employee from any debt he may of incurred due to the overpayment.

This is just one of many successes that could be achieved if all Supervisors and Technicians used the Self Service Applications.

QUESTIONS?